

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Workers' Compensation Court

Date Posted: 02/14/2008

Job Category: Legal

Position Number: 66209005

Position Title: DEPUTY CLERK OF COURT

Location: HELENA

Job Status: Full Time Permanent

Salary: \$33,800.00

Salary Unit: Year

Shift: Daytime

Band: 01

Closing Date: 02/25/2008

Supplement Required: No

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings/>.

Travel including some overnight is required, knowledge in the administrative rule making process, and experience with DreamWeaver. For a complete job description detail, please see the Court's website at <http://wcc.dli.mt.gov>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references.

Duties:

Acts in official capacity as Deputy Clerk of Court of the Workers' Compensation Court performing a variety of administrative and court-related function.

Assists in the administrative rule making process for the court. Acts as backup in drafting and preparing revisions of court rules for publication and adoption. Acts as the assistant WEB master for the court's WEB site, updating research topics lists. Attends trials and oral arguments before the court, writes minute entries for court proceedings, marks exhibits, swears in witnesses and is responsible for safekeeping of court files and records while traveling. Makes arrangements for courtrooms and travel by court staff. General office duties include filing and maintaining court files, opening and distributing correspondence, routing office work, some telephone responsibility, uses DELL pc's to enter all documents in the Oracle case management system, gathers statistical information for the court. Answers correspondence regarding Court function and policies.

Competencies:

Knowledge of office management and legal terminology. Skill and proficiency in the operation of the following equipment: calculator, WordPerfect, Word, Canon scanners, facsimile and copy machines. Must have the ability to apply laws dealing with the duties of the Clerk of Court. Ability to establish and maintain effective working relationships with fellow employees, other agencies, and the public. Ability to follow written and verbal instructions and to communicate effectively both orally and in writing. Ability to work independently without direct supervision.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to three years of experience as a legal secretary or legal office manager.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.

3. COPY OF RESUME.
 4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.
- *Application materials can be obtained from any Job Service office or downloaded from <http://mt.gov>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.